



# COLORADO RIVER INDIAN TRIBES

## Human Resources Department

2600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

August 2, 2012

# 83-12

### VACANCY ANNOUNCEMENT

**DEPARTMENT:** Department of Health Services - Special Diabetes Program  
**POSITION TITLE:** Secretary/Receptionist  
**SALARY RANGE:** \$9.94 -16.82 per hour Level 4 (D.O.E.)  
**SUPERVISED BY:** SDP Manager  
**CLOSING DATE:** Open until filled

**INTRODUCTION:** The Secretary/Receptionist under the supervision of the Special Diabetes Project Manager, shall perform secretarial, receptionist and other related duties as required in the daily operation of the Special Diabetes Program (SDP).

**DUTIES AND RESPONSIBILITIES:** (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

Respond to all incoming telephone calls and route to appropriate personnel and maintain telephone log and messages. Receives participants and visitors, referring them to the appropriate personnel.

Receive time cards, route to the appropriate person for signature(s). Prepare a variety of narrative reports, correspondence, proposals, charts and statistical tables.

Typing, filing/classify program files in a systematic manner. Maintain expenditure and vendor records (cuff accounts). Prepare travel itineraries, hotel, airline, per diem, vehicle use forms; prepare supply requisitions and other program supplies, i.e. office, janitorial, promotional and program materials. Route, control, log and distribute mail. Prepare program registration materials and perform registration duties for all program activities. Other duties that may be assigned.

**EDUCATION AND OTHER REQUIREMENTS:** High School diploma or GED and a minimum of one year work related experience, valid AZ Drivers license; comply with Tribal and Federal Law that require strict confidentiality of all client information.

**KNOWLEDGE AND ABILITY:** Proficient typing with accuracy 40 WPM. Computer literacy with knowledge in various computer application programs. Must be organized, self-motivated and possess the ability to work well with the general public and coworkers. Possess skills in oral and written communications. Basic secretarial and accounting skills preferred.

### APPLY:

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

**FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)**

**INDIAN PREFERENCE:** Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preference employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise: C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**CRIT OFFERS:** Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave, Pre-Employment Drug Screening is required.